One45 – Curriculum Information Management System User Guide
Phase A/B/C Student User Guide

http://medicine.usask.ca/webeval

I.T.Unit
College of Medicine
University of Saskatchewan
This user guide is intended for Phase A.B and C students and covers the following tasks:

- Getting started
- Getting Around One45
- TASK 1 : Using My Calendar (Course Calendar)
- TASK 2 : Accessing Course Handouts through 'My Calendar'
- TASK 3 : Accessing Course Details through 'My Calendar'
- TASK 4: Accessing Session Details through the Curriculum Explorer
- TASK 5: Browsing Session Details
  - TASK 5.1: Browsing Session Details – CurrMIT Fields
  - TASK 5.2: Browsing Session Details – CurrMIT Fields
  - TASK 5.3: Browsing Session Details – Mapings
  - TASK 5.4: Browsing Session Details – Curriculum Search
  - TASK 5.5: Browsing Session Details – Returning to the Course Level
- TASK 6: Accessing Course Details through the ‘My Courses’ menu
- TASK 7 : Accessing Program/Course Handouts and Links
- TASK 8 : Using the To Do list & Completing Evaluation Forms
- TASK 9 : Accessing and Viewing Evaluations
One45 - Curriculum Mapping Guide

Getting Started

Login Screen

Use your User ID and Password to Login at:

http://medicine.usask.ca/webeval

Supported Browsers:
Windows:
- Internet Explorer 6+
- Firefox 1.3+
Mac:
- Firefox 1.3+
Main Menu – To Dos

Start-up Screen

The One45 – Curriculum Information Management System starts with the To-Dos folder. Here you will be presented with a list of activities (evaluations) that are currently assigned to you. We will re-visit the To-Do menu on page 21.
Task 1 – Using ‘My Calendar’ (Course Calendar)

Main Screen – Course Calendar

You can access the Course Calendar/My Calendar menu by clicking and selecting the My Calendar link in the menu bar.

The ‘My Calendar’ menu option allows you to view your courses and academic sessions (daily events). When you click on this tab you will be able to select a specific timeframe to view the events by selecting day, week, or month on the top right hand corner. Once you have made your selection you will be able to see the events scheduled for the timeframe.
Task 1 – Using ‘My Calendar’ (Course Calendar)

Course Calendar - Navigation

1. Next/Previous Month/Week/Day (behaviour depends on the current view)
2. Export to Outlook, iCal, PDA etc.

Click anywhere within a highlighted week to switch to "week" view (refer next slide)
Click on a date to switch to "day" view (refer next slide)
Click on a course lecture to display a pop up box with links to lecture details
Click on 'more' to display all lectures in a day

Jump to specific month/year
A drop down list pops up when clicked

Calendar views.
Task 1 – Using ‘My Calendar’ (Course Calendar)

Course Calendar – Views

Month View

The month view does not show all lectures on a specific date.

Day View

Week View

It is best to use the day/week views when reviewing details for a course or lecture.

TASK Complete.

Next Task: Accessing Course Handouts through ‘My Calendar’ (Course Calendar)
Task 2 – Accessing Course Handouts through ‘My Calendar’ (Course Calendar)

Main Screen – Course Calendar – WeekView

Test Student

Step 1: Start at the My Calendar screen. You can access these materials from any of the month/week/day views.

Step 2: Click on a scheduled session, to pop up the session details box.

Step 3: Click on the handouts link to open the handout for the course/session. This will pop-up a browser dialog box (as shown in the inset below) prompting you to save the file.

For courses that will be using Blackboard as a delivery tool, the handout link will take you to the appropriate location within Blackboard. For now, you will have to login to Blackboard separately. You will then be at the appropriate course page. An integrated login between One45 and Blackboard is being worked on, and will be implemented soon.

TASK Start

TASK Complete.
Task 3 – Accessing Course Details through ‘My Calendar’ (Course Calendar)

Main Screen – Course Calendar – WeekView

Step 1: Start at the Month View
Step 2: Click on a scheduled session, to pop up the details box.
Step 3: Click on the ‘course details’ link to open a new window or browser tab depending on your browser.

Note: You can also access Course Details through the “My Course” menu as shown in TASK 4.
Task 3 – Accessing Course Details through ‘My Calendar’ (Course Calendar)

The main menu at the course level provides options to view course level information. These steps are the same as those for the session level which will be addressed in the following pages.

If there are course level handouts associated with the course, these are accessible by clicking on the handouts link.

Step 4: To print a copy of your sessions scheduled for this course start by sorting the session by start date by clicking the from date heading to sort the list.

Step 5: Click print.

The sessions list can also be sorted alphabetically or by ‘to date’ by clicking on the list headings.

TASK Complete.

Next Task: Accessing Session Details through the Curriculum Explorer.

The course details screen by default starts at the sessions list which lists all scheduled sessions (lectures, labs etc.) for the course.

Sorting the sessions list.
Sessions are sorted in alphabetical order by default. The list can be resorted by clicking the appropriate list headings (name, from date, to date).

!! NOTE

The course details screen by default starts at the sessions list which lists all scheduled sessions (lectures, labs etc.) for the course.
### Task 4 – Accessing Session Details through the Curriculum Explorer

**Curriculum Explorer Window/Tab – Course Details**

<table>
<thead>
<tr>
<th>Sessions</th>
<th>Name</th>
<th>Lecture</th>
<th>Instructor</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture</td>
<td>Adult Renal Failure</td>
<td>J. Barton</td>
<td>Aug 25, 2008</td>
<td>9:30am - 10:30am</td>
<td>Health Sciences</td>
<td></td>
</tr>
<tr>
<td>Lecture</td>
<td>Approach to Add-Dose Disorders</td>
<td>J. Barton</td>
<td>Aug 25, 2008</td>
<td>9:30am - 10:30am</td>
<td>Health Sciences</td>
<td></td>
</tr>
<tr>
<td>Lecture</td>
<td>Chronic Renal Failure</td>
<td>J. Kappell</td>
<td>Aug 25, 2008</td>
<td>9:30am - 10:30am</td>
<td>Health Sciences</td>
<td></td>
</tr>
<tr>
<td>Lecture</td>
<td>Common Pediatric Urology Problems</td>
<td>Paul Wedworth</td>
<td>Aug 25, 2008</td>
<td>9:30am - 10:30am</td>
<td>Health Sciences</td>
<td></td>
</tr>
<tr>
<td>Lecture</td>
<td>Complementary &amp; Alternative Medicine Therapies in Urology</td>
<td>J. Schwann</td>
<td>Aug 25, 2008</td>
<td>9:30am - 10:30am</td>
<td>Health Sciences</td>
<td></td>
</tr>
<tr>
<td>Lecture</td>
<td>Cystic &amp; Tubular Diseases of the Kidney</td>
<td>Rodrick Striker</td>
<td>Aug 25, 2008</td>
<td>9:30am - 10:30am</td>
<td>Health Sciences</td>
<td></td>
</tr>
<tr>
<td>Lecture</td>
<td>City of Hematopoietic &amp; Bladder Cancer</td>
<td>Kishore Viswanatha</td>
<td>Aug 25, 2008</td>
<td>9:30am - 10:30am</td>
<td>Health Sciences</td>
<td></td>
</tr>
<tr>
<td>Lecture</td>
<td>Diabetic Kidney Disease</td>
<td>Rahul Mainra</td>
<td>Aug 25, 2008</td>
<td>9:30am - 10:30am</td>
<td>Health Sciences</td>
<td></td>
</tr>
<tr>
<td>Lecture</td>
<td>Drugs &amp; the Kidney</td>
<td>Rodrick Striker</td>
<td>Aug 25, 2008</td>
<td>9:30am - 10:30am</td>
<td>Health Sciences</td>
<td></td>
</tr>
<tr>
<td>Lecture</td>
<td>End of System Exam</td>
<td>Kelly Mulligan</td>
<td>Aug 25, 2008</td>
<td>9:30am - 10:30am</td>
<td>Health Sciences</td>
<td></td>
</tr>
</tbody>
</table>

### Step 1: To view details for a specific session (lecture, lab etc.)
- Start at the course details page and click on a session name. This will open the session details in the same window.

**Next Task:** Browsing Session Details.
Task 5 – Browsing Session Details

**Curriculum Explorer Window/Tab – Course Details**

**Lecture: Acute Renal Failure**

<table>
<thead>
<tr>
<th>FACILITATORS</th>
<th>HANDOUTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>J. Barton</td>
<td>Acute Renal Failure</td>
</tr>
</tbody>
</table>

**Curriculum Fields**

- **CurrMIT Fields**
- **Mappings**
- **Handouts**
- **Search**

**Sections**

<table>
<thead>
<tr>
<th>name</th>
<th>date</th>
<th>time</th>
<th>room</th>
<th>facilitator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phase C</td>
<td>Aug 25, 2008</td>
<td>8:30am - 9:15am</td>
<td>Health Sciences B6</td>
<td>J. Barton</td>
</tr>
</tbody>
</table>

**Task Start**

Here you can use the menu options on the left to view:

a. **CurrMIT Fields** - View session level objectives.
b. **Mappings** - View topic mappings for the session.
c. **Handouts** - Access session specific handouts
d. **Search** - Perform curriculum searches.

You can also click on the Handouts link at the top of the page to access lecture notes etc. associated with this session.

To view another session, use the ‘location bar’ and click on the course name to navigate back to the course level.

**Task Complete.**

Next Task: Browsing Session Details – Accessing Handouts

**Note**

The session details screen starts by default at the sections menu screen and displays all scheduled sections for this lecture / lab.

In the sessions context (as indicated by the coloured stripe at the top right corner) the menu options on the left are specific to the session.
Task 5.1 – Browsing Session Details – Accessing Handouts

**Curriculum Explorer Window/Tab – Course Details**

**Lecture: Acute Renal Failure**

**Facilitators:** J. Barton

**Handouts:** Acute Renal Failure

**Step 1:** If there are handouts for this particular lecture/lab, they will be listed at the top of the screen. Click on the handout name to download a copy of the handouts. This will display a browser pop-up, as shown in the inset.

**Step 2:** Indicate whether you want to open or save this file, then click OK.

Handouts for this lecture/lab can also be accessed using the “Handouts” menu option on the left of the screen, or from the Curriculum Calendar as described on page 8.

**TASK Complete.**

Next Task: Browsing Session Details – CurrMIT Fields
Task 5.2 – Browsing Session Details – CurrMIT Fields

CURRICULUM EXPLORER WINDOW/TAB – COURSE DETAILS

Lecture: Acute Renal Failure

FACILITATORS: J. Barton

HANDOUTS: n/a

Current Fields

- Mappings
- Handouts
- Search
- Sections

CurrMIT Fields

- Session Number: 1
- Contact Hours: 2
- Session URL
- Department Name: INTERDISCIPLINARY
- Department Text: Nephrology

Objectives:
1. Definition of Acute Renal Failure (ARF).
2. Clinical approach to ARF - Pre/Intrarenal/Postrenal.
3. History - Physical Examination - Laboratory - Radiology.
4. What are the Indications for acute dialysis?
5. Epidemiology of chronic renal failure (CRF).
6. Diagnosis of CRF.
7. Differentiate between ARF & CRF.
8. Strategies to slow the progression to ESRD.

\[ \text{TASK Start} \]

\[ \text{CurrMIT Fields} \]

At the session level, the CurrMIT Fields menu displays general information about the session including session objectives.

\[ \text{TASK Complete.} \]

\[ \text{Next Task: Browsing Session Details – Mappings} \]

\[ \text{NOTE} \]

Please note that curriculum data will be entered by faculty throughout the 2008/2009 academic year and some of the information may not be complete until the end of the year.
Task 5.3 – Browsing Session Details – Mappings

At the session level, the Mappings menu will ideally display session level information about topics covered in the session, MCC objectives covered and additional information relevant to the session.

Next Task: Curriculum Search.

NOTE

Please note that curriculum data will be entered by faculty throughout the 2008/2009 academic year and some of the information may not be complete until the end of the year.
Task 5.4 – Browsing Session Details - Curriculum Search

Curriculum Search

The curriculum search menu provides the option of searching for topic or keywords across the College of Medicine medical curriculum. This is useful in identifying all courses/sessions where a specific topic or objective is addressed.

**Step 1:** Click on the search input box and enter the search text. This can be a keyword related to the course, session, curriculum etc.

**Step 2:** Click on search.
Task 5.4 – Browsing Session Details - Curriculum Search

Curriculum Explorer Window/Tab – Course Details

Lecture: Acute Renal Failure

FACILITATORS: J. Eaton

Search for "Nephrology"

Search results are displayed in the same window.

- You can export the results to Excel by clicking on the 'export to excel' link.
- You can select a course/session from the search results to view full information for this course or session.
- Perform another search, by clicking the 'back to search' link.

TASK Complete.

Next Task: Browsing Session Details: Returning to Course Level.

Search Results
The results list all courses and sessions which matched the search criteria.

A blank session field indicates that the search found results at the course level. If the session is specified, the result was found at the session level.

Please note that curriculum data will be entered by faculty throughout the 2008/2009 academic year and some of the information may not be complete until the end of the year.
Task 5.5 – Browsing Session Details – Returning to the Course Level

To return to the course menu and start browsing another session, use the location bar and click on the name of the course. This will take you back to the sessions list for the course.

Next Task: Browsing Course Details
Task 6 – Accessing Course Details through the ‘My Courses’ menu

Main Screen – My Courses

Task Start

Step 1: To view course details for a specific course, start at the One45 main window and select the ‘My Courses’ option.

Step 2: Click on the ‘view details’ link. This will open the ‘course details’ screen as seen on page 10.

Task Complete.

Next Task: Accessing Program/Course Handouts and Links

The ‘My Courses’ menu allows you to view your courses and access course details.

The check marks in the left-hand column indicate courses that are complete.

This list is sorted alphabetically by default. Click on the “from” date heading to sort by date.
Task 7 – Accessing Program/Course Handouts and Links

Main Screen – Handouts & Links

The ‘Handouts & Links’ menu contains links to the general handouts and notes associated with your year of the medical curriculum, as well as handouts associated with courses you are enrolled in.

Items are organized under two headings:
- Program (for items pertaining to your year of the medical curriculum) and Courses (for items pertaining to a specific course)

**TASK Start**

Step 1: Click on the ‘Handouts & Links’ in the menu bar.

Step 2: To expand the program or course objects click on the arrow next to the Undergrad menus.
Task 7 – Accessing Program/Course Handouts and Links

Main Screen – Handouts & Links

Step 3: To open a handout, click on the handout link.

This will open a new tab with the document when using the Firefox web browser.
This will open the document in a new window when using Internet Explorer.

Task Complete.

Next Task: Using the To Do List & Completing Evaluation Forms
TASK 8 – Using the To Do List & Completing Evaluation Forms

Main Menu – To Dos

The 'To Do' screen consists of the list of tasks that you have to complete. This is the first subfolder that appears when you log into the system. Tasks on the to-do list can be completed by clicking on items in the list. The to-do list will consist mainly of evaluation forms you have been asked to complete.

Step 1: To access the 'To Do' list, click and select the 'To Dos' link in the menu bar.

Step 2: To access an item on the To Do list, click on the item. In this case the evaluation form.

- *Internet Explorer: This item will open in a new window*
- *Firefox: This item will open in a new tab.*
## TASK 8 – Using the To Do List & Completing Evaluation Forms

### Sample Evaluation Form

**University of Saskatchewan**

**Undergraduate Medical Program**

On this form, you will be evaluating **SYSTEMS I - GASTROINTESTINAL**

For dates: **Jan 3 - Feb 8, 2008**

The data resulting from this evaluation **WILL be considered anonymous**

* indicates a mandatory response

**Systems Module Evaluation**

<table>
<thead>
<tr>
<th>Organization and planning of the module:</th>
<th>NA</th>
<th>Poor</th>
<th>Below Average</th>
<th>Average</th>
<th>Above Average</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quality of lecture notes / materials:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Additional comments:

If a signature or printable version is needed, please click 'Print'.

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**Step 3:** Fill out the form with your preferred selections and entries.

**Step 4:** Chose one of the options to ‘submit’, ‘save’ (for later submission), ‘cancel’ (clear and delete responses without submitting) or ‘print’

**Step 5:** Close this tab/window and return to the main screen.
TASK 8 – Using the To Do List & Completing Evaluation Forms

Main Menu – To Dos

The activity is now removed from your to-do list.

TASK Complete.

Next Task: Accessing and Viewing Evaluations
TASK 9 – Accessing and Viewing Evaluations

Main Screen – Evaluations

The ‘Evaluations’ menu is an archive of the evaluations you have completed.

**NOTE**

Performance evaluations ‘Of Me’ are only applicable to Phase D JURSI students.

Of Me:
This is a list of evaluations of your performance. You can view or print the results of your performance evaluations. If the name of an evaluator is underlined, you can click on it to view the results.
TASK 9 – Accessing and Viewing Evaluations

Main Screen – Evaluations

By Me:
This is a list of evaluations you have completed or have been requested from you.

You can view or print completed evaluations if the target field is underlined.

TASK Complete.